

STUDENT TRANSPORTATION

# Documents Required for Depreciation



IDAHO DEPARTMENT OF EDUCATION  
STUDENT TRANSPORTATION

650 W STATE STREET, 2ND FLOOR  
BOISE, IDAHO 83702  
208 332 6800 OFFICE  
[WWW.SDE.IDAHO.GOV](http://WWW.SDE.IDAHO.GOV)

Updated 08/06/2024

Date:  
District #:  
Bus #:

TO: TRANSPORTATION SUPERVISOR AND/OR BUSINESS MANAGER  
FROM: SDE STUDENT TRANSPORTATION  
RE: NEW BUSES ON DEPRECIATION SCHEDULE

To assist in placing new buses on the depreciation schedule as quickly as possible, please submit the required documents to SDE to update your district's depreciation schedule. Before any newly purchased school bus can be calculated for depreciation reimbursement, the following must be determined, and the corresponding documents sent to SDE Student Transportation.

IF YOUR BUS WAS PURCHASED THROUGH SOURCE WELL, PLEASE COMPLETE SECTION A.  
IF YOUR BUS WAS PURCHASED THROUGH A BIDDING PROCESS, PLEASE COMPLETE SECTION B.

#### **A. SOURCE WELL**

1. Log in to IBUS, click on Outstanding Inspection Issues, and verify that the maintenance items have been fixed for VIN(s).
2. Submit the mileage of the bus when it reached the school district's property.
3. Submit a copy of the purchase receipt or check(s).
4. Submit a copy of School Board Meeting minutes approving the purchase of the school bus.

#### **B. BIDDING PROCESS**

1. Log in to IBUS, click on Outstanding Inspection Issues, and verify that the maintenance items have been fixed for VIN(s).
2. Submit the mileage of the bus when it reached the school district's property.
3. Submit a summary of all the bids received and the amounts. If only one bid was received, send a copy of the bid amount quoted from the bus dealer.
4. Submit a copy of the purchase receipt, check(s) or a copy of the lease agreement.
5. Submit a copy of newspaper bidding article and/or Affidavit of Publication.
6. Submit a copy of School Board Meeting minutes approving the purchase of the school bus.
7. If the district did not accept the lowest bid, a detailed explanation of the reason(s) for the non-acceptance and a copy of specifications, with the dealer's comments, from the lowest bidder.

**Please email information to Department of Education, Student Transportation,  
lolsen@sde.idaho.gov**

*The state will not provide depreciation funding for buses that were purchased using grants or other non-state funding unless they were purchased with a U.S. Department of Education Charter Schools Program grant for a non-electric bus.*